

## CITY OF ALAMEDA

### Memorandum

To: Honorable Mayor and  
Members of the City Council

From: Lisa Goldman  
Acting City Manager

Date: February 15, 2011

Re: Discuss and Approve the Next Steps in the City Manager Selection Process

### BACKGROUND

On January 4, 2011, the City Council began the process to recruit and select a City Manager for the City of Alameda. A City Council subcommittee was formed to finalize the recruitment brochure, review applications and select the candidates to invite for interviews with the City Council. These interviews are scheduled to be held on February 19, 2011.

### DISCUSSION

A recruitment brochure advertising the City Manager position was finalized and posted on January 12, 2011. Approximately 65 resumes have been received from interested candidates for the City Manager position. In early February, the City Council subcommittee, comprised of the Mayor and Vice Mayor, met to select the candidates to invite for an interview with the City Council. These interviews will be with all five members of the City Council and will be held in a closed session on Saturday, February 19, 2011. While it is anticipated that the City Council will narrow the list of candidates to two or three finalists following the February 19, 2011 interviews, it is recommended that the next steps in the selection process be established by the City Council prior to this selection being made.

The City Council subcommittee asks that the City Council consider and discuss the following possible next steps:

- (1) Form an interview panel of community stakeholders comprised of five members, one member appointed by each City Councilmember. This committee will interview the City Manager finalists and make recommendations to the City Council.
- (2) Form an interview panel comprised of City department heads to interview the City Manager finalists and make recommendations to the City Council.

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- (3) Hold a reception in which the City Council, department heads, community leaders, and members of the public are all invited to meet and interact with the City Manager finalists.

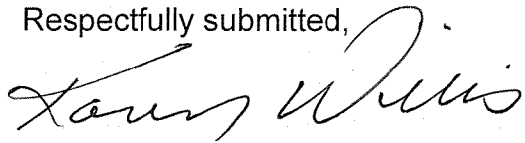
FINANCIAL IMPACT

The funds for this will be paid from the City's non-departmental contingency budget (001-1010).

RECOMMENDATION

Discuss and approve the next steps in the City Manager selection process.

Respectfully submitted,



Karen Willis  
Human Resources Director

Approved as to funds and account,



Fred Marsh  
Controller